



U.S. Embassy, Abu Dhabi ♦ Human Resources Office

VACANCY ANNOUNCEMENT

Protocol Assistant

Announcement Number: V-13-062

OPEN TO: All Interested Candidates/All Sources

POSITION: Protocol Assistant (FSN-09, FP-05)

OPENING DATE: November 21, 2013

CLOSING DATE: December 6, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): AED134, 032 per annum (Starting Salary)
(Benefits are paid in addition to salary)
(Position Grade: FSN-9)

Not-Ordinarily Resident (NOR): US\$50,043 per annum (Starting Salary)
(Position Grade: FP-5 to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see definitions below) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate Dubai is seeking an individual for the position of Protocol Assistant (Pos. No. D-00010) in the Executive Office.

BASIC FUNCTION OF POSITION

The incumbent assists the Consul General by providing protocol guidance, liaising with Emirati protocol officials, and setting up appointments/meetings with officials in the governments of Dubai and the Northern Emirates, and with members of the local population. Serves as the Consulate's main point of contact for the Ministry of Foreign Affairs Protocol Department in Dubai as well as the protocol departments of the Dubai and Northern Emirates governments and provides Protocol guidance for VIP visits to the Dubai consular district. As required, accompanies the Consul General and senior American Officials to meetings. Arranges and supervises official receptions. Develops and maintains a large network of contacts with all office directors in all government offices in Dubai and the Northern Emirates.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Unqualified applicants will not be considered.

EDUCATION:

- Completion of a bachelor's degree is required OR
- Two years of full time post secondary study at a college or university and 2 additional years of technical school or college level training is required

EXPERIENCE:

- Five to eight years of specialized secretarial/protocol experience providing protocol support for official visitors, ceremonies, conferences and special events management; or other work that is in or typically related to the work of the position.

LANGUAGE: (this will be tested)

- Level IV (Fluent) Speaking/Reading/Writing English is required.
- Level IV (Fluent) Speaking/Reading/Writing Arabic is required.

KNOWLEDGE:

- Must have comprehensive knowledge of UAE protocol guides, of the general etiquette and social mores of the country, of those aspects of the political structure and situation of the country affecting protocol, and of protocol source references such as Department of State protocol and correspondence instructions and procedures.

SKILLS & ABILITIES:

- Must be able to work independently.
- Must have excellent communication skills and the ability to interact effectively with senior officials and leaders.
- Must be able to establish and maintain contacts with senior-level UAE government officials.
- Demonstrated computer skills in MS-Office suite and related software are required.
- Must be able to type 40 words per minute in English and Arabic.

TO APPLY

- Applications submitted after the closing date will not be considered.
- Applicants must submit a current resume or curriculum vitae in a Microsoft Word or Adobe PDF format.
- Applications exceeding 1 MB will not be accepted.
- Unless specified above, do not provide us with certifications, photographs, or scans of any documentation at this time. Additional documentation may be requested only if the applicant is selected for an interview.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
- SUBMIT APPLICATION TO:

AbuDhabiRecruitments@state.gov

(Please note **"V-13-062, Protocol Assistant"** in the subject line of the email)

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident (LE Staff) employees with are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

DEFINITIONS

1. Eligible Family Member (EFM)

An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (USEFM)

For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM)

EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed

abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. Member of Household (MOH)

An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. Not Ordinarily Resident (NOR)

An individual who:

- Is not a citizen of the UAE; and, Does not ordinarily reside (OR, see below) in the UAE; and,
- Is not subject to UAE employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR)

A Foreign National or US citizen who:

- Is a local resident; and,
- Has the ability to obtain requisite UAE residency and work permits; and,
- Is subject to UAE employment laws.

EFMs without US Social Security Numbers are also OR.

CLOSING DATE FOR THIS POSITION: December 6, 2013

The US Mission in United Arab Emirates provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.